

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

SHANTE BOSE and RASHELLE MANSFIELD, on
behalf of themselves, FLSA Collective Plaintiffs,
and the Class,

Plaintiffs,

-v-

YOUNG ADULT INSTITUTE, INC.,

Defendant.

CIVIL ACTION NO. 23 Civ. 496 (VSB) (SLC)

ORDER

SARAH L. CAVE, United States Magistrate Judge.

Pursuant to the telephone conference held today, February 29, 2024 (the “Conference”),
the Court orders as follows:

1. By **March 8, 2024**, Defendant shall email to Chambers
(Cave_NYSDChambers@nysd.uscourts.gov) for the Court’s in camera review a
sampling of pages from “the log” referenced on Plaintiffs’ sign-in sheets
(see ECF Nos. 84 ¶ 3.f; 79-4)
2. Defendant shall promptly search the email accounts of the following custodians using
the following search terms (the “Search”):
 - a. Custodians: (i) Laura Valere; (ii) Yolanda Walker; (iii) Anthony Ottrando;
(iv) Christine Troiano; (v) Ravi Dahiya; and (vi) Betsy Williams.
 - b. Search Terms:¹
 - i. Search I: covid /50 (temp* OR test* OR check*)

¹ In the event the Search yields an inordinate number of hits, Defendant may substitute “/50” with “/25”
for each search term.

- ii. Search II: covid /50 (log OR cert*)
 - iii. Search III: adjust* /50 time
3. By **March 22, 2024**, Defendant shall provide Plaintiffs with the results of the Search.
4. The deadline for completion of fact discovery is ADJOURNED sine die pending resolution Defendant's motion to dismiss the complaint (ECF No. 33) and Plaintiffs' motion for conditional collective certification (ECF No. 46).
5. A telephone conference is scheduled for **Friday, March 29, 2024 at 2:00 pm** on the Court's conference line. The parties are directed to call: (866) 390-1828; access code: 380-9799, at the scheduled time.
6. By **March 1, 2024**, the parties shall order a transcript of the Conference, and shall select the 7-day option for service.

Dated: New York, New York
February 29, 2024

SO ORDERED.


SARAH L. CAVE
United States Magistrate Judge